

## **Terms Of Reference**

### **Support to Integrated Reconciliation in Iraq**

#### **Reconciliation Project Officer**

<b>Project Title:</b>	Support to integrated Reconciliation in Iraq
<b>Period of assignment/services:</b>	Six month
<b>Duty Station:</b>	Basra
<b>Estimated Starting Date:</b>	20 October 2017
<b>Contract End Date:</b>	10 April 2018
<b>Project ID:</b>	00103425

#### **1. Background**

As ISIL is repelled and pushed out of Iraq, its legacy has shed a new light on the many grievances that have pulled Iraqis into cycles of conflicts-but also generated fresh tensions. Currently there are more than 3 million internally displaced Iraqis. Their immediate needs remain the responsibility of the Iraq Government supported by International humanitarian agencies. Yet, the best guarantee of non-recurrence of violence remains the speedy return home of most! DPs.

A complex set of issues is impeding returns. Chief amongst these is a lack of civic-led reconciliation processes at community level. When questioned, displaced individuals routinely indicate that tribal or sectarian tensions, fear of retaliation, lack of adequate approaches to deal with those families accused of supporting! SIL, lack of proper documentation and inadequate restitution of victims are major factors in deterring them to return home.

With the goal of helping to address these challenges, the UNDP Support for Integrated Reconciliation Unit (SIRU) is seeking to support its Iraqi counterparts in government and civil society in promoting civic-led reconciliation in communities, districts and governorate levels. It views the formation of Local Peace Committees (LPC) as an important tool in this regard. LPC's are defined as "committees or structures formed at the level of a district, municipality, town or village with the aim to encourage and facilitate joint, inclusive peacemaking and peacebuilding processes within its own context."

To support these efforts in the Basra Governate, the UNDP SIRU would like to appoint a project officer embedded with the Local Government in Basra.

#### **2. Responsibilities of the Consultant:**

- Conduct regular meetings with related parties and counterparts in Basra governorate.
- Document all meetings with counterparts and partners
- Produce draft report to be reviewed by project team and counterparts
- Map out existing community agreements reached in different locations in Basra.
- Submit a plan on implementation mechanism for consideration by project team
- Produce draft report to be reviewed by project team and counterparts

- Working with the existing Local Peace Committee to seek community prospective
- LPC/IFCNR supervise and follow up implementation the project.
- Develop a monthly report format and submit to project team for revision
- Develop monthly reports on activities, and monitoring of impact
- Develop Evaluation report at the end of contract period.
- Ensure regular meetings of LPC's
- Support workplan development and implementation of LPC's
- Maintain and support LPC network in Governate
- Link LPC's to LPCs' in other governorates

### **3. Scope and expected outputs**

- Facilitate the consultation and engage with community leaders and local government
- Draft a report on the findings and recommendations of consultations
- Development of a plan to work with LPCs
- Directly coordinate and support activities of LPC
- Monitor the work of LPCs in the governorate
- Produce a bi-weekly monitoring report and advice on the progress of the reconciliation process in Basra

### **4. Objectives**

The Consultant is expected to provide technical expertise and coordinate the implementation of project activities in Anbar. While performing her/his role, and working closely with UNDP SIRI team, the consultant will:

- coordinate SIRI activities with activities of other UN agencies, bilateral and multilateral partners and INGOs.
- Coordinate with all relevant national stakeholders, such as representatives of government and NGOs,
- Support strategic planning, sequencing and design activities
- ensure the provision of effective technical assistance for the implementation of activities in Basra
- facilitate knowledge sharing and build capacity of project staff, as well as the key counterparts and beneficiaries.

### **5. Methodology:**

- Regular interaction with all counterparts and stakeholders.
- Continuous follow with LPCs in Basra
- Regular monitoring and quality assurance of SIRI interventions in the governorate

**6. Anticipated Deliverables/Output:**

- Report format and submit to project team for revision
- Submit reports to the project team on his activities
- Produce draft report on LPC workplans and activities
- Monthly reports on activities, and monitoring of impact
- Evaluation report at the end of contract period.
- Recorded minutes and produce reports of LPC meetings

**7. Time and Method of Payment:**

Payment will be on monthly basis

**8. Key Performance Indicators during implementation of Services**

- Number of interactions with LPCs and local authorities
- Number of workshops and meetings held with different stakeholders
- Quality and timeliness report produced

**9. Competencies**

**Core Competencies:**

- Demonstrates excellent oral and written communication skills
- Works effectively with people from different backgrounds
- Operates in compliance with UNDP regulations and rules;
- Establishes and maintains productive partnership with the Iraqi Government Officials and counterparts by gaining their trust and respect
- Works collaboratively with colleagues to achieve programme goals and objectives;
- Facilitates and encourages open communication,
- Passes up situations and actions considered inappropriate or which present a conflict of interest

**Managerial competencies:**

- Has the ability to positively lead and inspire others as well as the oneself
- Consistently approaches work with energy and a positive, constructive attitude
- Demonstrates openness to change and ability to manage complexities;
- Has the ability to work independently and as a part of a multi-cultural team in a stressful environment
- Has the ability to develop innovative solutions - encourage and contribute creative solutions to address challenging situations.

**Work competencies:**

- Project planning, design and management;
- Excellent interpersonal skills;
- Ability to plan and prioritize work activities to meet organizational goals, and to organize and oversee work processes efficiently to achieve quality results;
- Political, cultural sensitivity and commitment to diversity;
- Ability to communicate effectively with and relate to people of different cultures, demonstrating an ability to see business issues from different perspectives

- Excellent writing skills, including impeccable spelling, grammar, and document formatting knowledge.
- Competency in the use of standard computer applications for word processing, spread sheets, etc. is essential.

**10. Location:**

The Location for the assignment will be based in Basra.

**11. Reporting:**

The consultant will submit bi-weekly activity reports, describing the progress/achievements against the tasks described above as well as the final report at the end of the assignment.

**12. Institutional Arrangement:**

- The contractor will be working under overall supervision of the CTA and Project Coordinator-Integrated Reconciliation and direct supervision of the UNDP Project Analyst;
- The consultant is expected to bring laptop with him/her.
- Consultant is expected to come well-equipped with her/his own technological solutions (i.e. roaming mobile, phone top up card, remote internet connection).
- UNDP will provide office supplies and printer facilities only when presented in the UNDP Iraq office premises.
- UNDP will provide access to internet only when presented inside the UNDP Iraq office premises only.
- UNDP will cover all travel and other expenses, as per the agreement between UNDP and the consultant.

**13. Timeframe and Estimated workday duration:**

- The duration of the initial contract is six (6) months.
- The target date of commencement of activities underlined in the contract is 01 October 2017, set to expire after 6 months from the contract signing date upon approval of all deliverables.
- The working time is 8 hours per day during the business week (Sunday- Thursday), with the exception of UN-recognized holiday

**14. Travel Plan:**

UNDP will cover all transportation costs for the travelling requested by the project

**15. Qualifications and Requirements:**

**Academic Qualifications: (15 points)**

- Bachelor degree, preferably MA in Social or Political Science, Developmental studies or other related fields – 15 points

**Experience 5- 10 years (65 points):**

- Experience in human rights, transitional justice, reconciliation and similar issues – 35 points.
- Proven experience of building relations with government counterparts and local communities – 20 points

- Experience in post conflict environment is a strong advantage. Knowledge of socio-economic, culture, and community development issues in Iraq is an asset - 10 points.

**Language Requirements: (15 points)**

- English Language 10 points
- Arabic Language 5 points

**Methodology (5 points)**

- Methodology 5 points